



COUNCIL MEETING

2021.04

To view the Meeting Materials and Briefing Notes corresponding to these Minutes please click [here](#).

SEPTEMBER 10, 2021

PRESENT:

Wanda Towers, Ph.D., C.Psych., President
Marjory Phillips, Ph.D., C.Psych., Vice-President
Paula Conforti, Dip.C.S., C.Psych.Assoc.
Graeme Goebelle, Public Member
Joyce Isbitsky, Ph.D., C.Psych.
Marilyn Keyes, Ph.D., C.Psych.
David Kurzman, Ph.D., C.Psych.
Archie Kwan, Ph.D., C.Psych.
Ilia Maor, Public Member
Nadia Mocan, Public Member
Melanie Morrow, M.A., C.Psych.Assoc.
Adrienne Perry, Ph.D., C.Psych.
Philip Ricciardi, Ph.D., C.Psych.
Paul Stopciati, Public Member
Nancy Tkachuk, Public Member
Scott Warnock, Public Member

GUESTS:

Liana Bell, Hilborn LLP

STAFF:

Rick Morris, Ph.D., C.Psych., Registrar & Executive Director
Barry Gang, MBA, Dip.C.S., C.Psych.Assoc., Deputy Registrar & Director, Professional Affairs
Zimra Yetnikoff, Director, Investigations & Hearings
Lesia Mackanyn, Director, Registration
Stephanie Morton, Director, Corporate Services
Caitlin O’Kelly, Assistant to the Registrar, Recorder

2021.04.00 CALL TO ORDER

The President called the meeting to order at 9:00AM. The meeting was held virtually by Zoom and livestreamed on YouTube.

2021.04.01 APPROVAL OF THE AGENDA AND MINUTES

.01A APPROVAL OF AGENDA

**It was MOVED M. Phillips,
That the Agenda for the Council Meeting be approved. CARRIED**

.01B DECLARATIONS OF CONFLICTS OF INTEREST

The President asked members of Council if there were any conflicts of interest regarding the items on the Agenda. The Council recognized that the item .04C Membership Fees/Fee Stabilization Fund could pose an unavoidable conflict for professional members of Council. The President reminded Council members that this should be considered throughout the meeting and declarations made if appropriate.

.01C MINUTES FROM THE COUNCIL MEETING 2021.03 JUNE 18, 2021

**It was MOVED S. Warnock,
That the Minutes from the Council Meeting 2021.03 of June 18, 2021 be approved as presented. CARRIED**

.01F REVIEW OF ACTION LIST

The Council reviewed the Action List from the minutes of the previous meeting and noted items that were completed, outstanding or on the Agenda at this meeting.

2021.04.02 CONSENT AGENDA

The Consent Agenda was received.

2021.04.03 POLICY ISSUES

.03A POLICY I-14: COMPLAINTS AND INDEMNIFICATION – COLLEGE AGENTS AND STAFF

The Registrar provided the Council with a Briefing Note and an draft *Policy I-14: Complaints and Indemnification – College Agents and Staff*. This revised policy includes the addition of the procedure regarding the handling of complaints against Council and Committee members, staff members and others acting as agents of the College. This formalizes in policy the current practice of the College and will provide transparency to members and the public with regard the process as to how these matters will be handled.

**It was MOVED M. Keyes,
That the amended *Policy I-14: Complaints and Indemnification – College Agents and Staff* which includes the procedure for handling complaints against College Council members, staff members and others acting as agents of the College, be approved. CARRIED**

Action Item Staff

Update *Policy I-14: Complaints and Indemnification – College Agents and Staff* in the College's *Policy and Procedures Manual*.

2021.04.04 BUSINESS ISSUES

.04A PRESIDENT'S REPORT

The President welcomed Mr. Ilia Maor as a new public member on the College Council. Mr. Maor was appointed for a three-year term beginning July 8, 2021. The President thanked Ms. Nancy Tkacuk for her time and contributions to the College Council and its Committees as this will be her last Council meeting. The President also thanked Dr. Rick Morris, Registrar & Executive Director, for his years of service with the College. He has been with the College for 25 years.

.04B REGISTRAR & EXECUTIVE DIRECTOR'S REPORT

The Council reviewed the Registrar's Report for the first quarter. There were no questions or comments.

.04C REGISTRATION COMMITTEE QUARTERLY REPORT

The Council reviewed the first quarter report noting that the:

- Supervision Resource Manual Working Group is continuing to meet
- Oral Examinations process is under review. As part of the review, the Committee is considering a process to evaluate CFTA applicants on the controlled act of communication of a diagnosis.

.04D INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE QUARTERLY REPORT

The Council reviewed the first quarter report and there were no questions or comments.

.04E 2020-2021 ANNUAL REPORTS

The Council reviewed the Annual Reports for 2020-2021.

It was MOVED G. Goebelle,

That the Annual Reports for 2020-2021 be approved.

CARRIED

.04F AUDIT 2020-2021

Presentation of Audited Financial Statements by Ms. Liana Bell from Hilborn LLP.

The President welcomed Ms. Bell, Auditor with Hilborn LLP, to the Council meeting and invited her to present the Audited Financial Statements for the year ending May 31, 2021. The Finance and Audit Committee and the Executive Committee had reviewed the draft Audited Financial Statements with Ms. Liana Bell and Mr. Deric Chan of Hilborn LLP at their meeting on August 27, 2021. Ms. Bell discussed the following documents that had been provided to Council:

- Audit Findings Report
- Draft Audited Financial Statements

Ms. Bell congratulated the College on a clean audit. She noted that the College is in a healthy financial position with several Reserve Funds available for contingencies.

Ms. Bell commented that the College staff and management were well prepared for the audit and cooperated fully. It was noted that the College has appropriate internal controls and that all

accounting estimates were appropriate and reasonable. There were no unusual transactions and or any disagreements with management.

**It was MOVED P. Stopciati,
That the Audited Financial Statements for the fiscal year ending May 31, 2021 be accepted.
CARRIED**

**It was MOVED D. Kurzman,
That the firm of Hilborn LLP be appointed as Auditors for the College for the year ending May 31, 2022.
CARRIED**

.04G MEMBERSHIP FEES/FEE STABILIZATION FUND

At recent meetings, the Finance and Audit Committee and the Executive Committee considered the matter of College membership fees the need for a fee increase. The financial statements for the year ending May 31, 2021 indicate an operating deficit for the 2020-2021 year of \$180,233. The College however, maintains a Fee Stabilization Fund which “is designated to minimize or delay the impact of year-over-year changes in revenues or expenses on membership renewal fees”.

The Finance and Audit Committee and Executive Committee are recommending that the Fee Stabilization Fund be used to cover the operating deficit and membership fees remain at their current level for the upcoming 2022-2023 year. It was noted that College membership fees have not increased since 2002. Over the past 20 years the College has built up the Fee Stabilization Fund to be used for this purpose and this is the first time that funds will be transferred out of this Reserve to cover the a previous year’s deficit.

**It was MOVED A. Perry,
That the membership fees for the 2022-2023 renewal year remain at their current rates.
CARRIED**

**It was MOVED P. Ricciardi,
That \$180,000 be moved from the Fee Stabilization Fund to cover the 2020-2021 operating deficit.
CARRIED**

2021.04.05 STRATEGIC ISSUES

.05A STRATEGIC DIRECTION IMPLEMENTATION UPDATE

The Registrar provided the Council with the updated *Strategic Direction Implementation Table*. This table is used to chart the work undertaken and accomplished in fulfilling the College’s Strategic Direction. Items added since the Council Meeting of June 18, 2021 were shown in **Bold**.

2021.04.06 OTHER BUSINESS

.06A NEXT COUNCIL MEETINGS:

- December 17, 2021
- March 11, 2021

2021.04.07 ADJOURNMENT

There being no further business,

**It was MOVED G. Goebelle,
That the Council Meeting be adjourned.**

CARRIED

The Council Meeting was adjourned at 11:00AM.

Wanda Towers, Ph.D., C.Psych., President

Marjory Phillips, Ph.D., C.Psych., Vice-President

Minutes approved at the Council Meeting on December 17, 2021.